

Approved For Release 2001/03/02 : CIA-RDP78-04484A000100080011-2  
C-O-N-F-I-D-E-N-T-I-A-L

O F F I C E O F T R A I N I N G

OPERATIONS SCHOOL  
Staff Training

CLANDESTINE SERVICE RECORDS II #5-72  
22 - 25 Feb '72

Room 802, Chamber of Commerce Bldg.

25X1A

[REDACTED]

Chief Instructor

Room 826, Chamber of Commerce  
Ext. 3396

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## Clandestine Service Records II

### OBJECTIVES

CS Records II (Biographic Research) is intended for Operations Officers and Intelligence and Clerical Assistants who support operations through the recovery of information about persons of interest to the Clandestine Service. It introduces the principles, techniques and specific procedures used in exploiting the various records of the Agency and other resources of biographic information. This course emphasizes research as performed by Headquarters personnel.

Biographic Research has often been called "name checking" and has been thought of as an administrative process. Persons who have insufficient knowledge of either the appropriate extent of the investigation or research or of the available sources of information have often been assigned to the "name check" task. As the Agency's operations became more complex and the record of these operations became more extensive, recovery of information from the record required more highly specialized knowledge to perform an adequate name check. This course represents a synthesis of the experience of professionals in the field of biographic research. The course provides an introduction to the professional skill necessary for adequate biographic research.

Students are instructed in CS requirements for biographic research, the importance of this research as a part of the investigative process, and in the available resources and repositories of information. Exercises in biographic research and in preparation of the reports required have a prominent place in the curriculum as well as practical work in responsibilities to the CS Records System at the completion of the research.

A kit of reading materials is made available by the Chief Instructor. The reading materials constitute an important part of the information which the student should absorb.

25X1A

Tuesday, 22 February 1972

0830 - 0900      Administration & Course  
                    Introduction

0900 - 0950      Biographic Research in  
                    the Clandestine Service.  
                    Introduction to non-CS  
                    Indices & Files.

1000 - 1050      CI/OA: The Relation of  
                    its Records to the CS  
                    Mission.

1100 - 1200      CRS/Biographic Research  
  
                    A description of the  
                    materials & services  
                    available to the researcher  
                    in Central Reference Service

1200 - 1300      Lunch

1300 - 1630      [REDACTED]  
                    Biographic Research, Practi-  
                    Exercise

Wednesday, 23 February 1972

0900 - 1030      [REDACTED]  
1000 - 1200      Biographic Research  
                    Practical Exercise

1200 - 1300      Lunch

1300 - 1630      Practical Exercise

Thursday, 24 February 1972

0900 - 1200      Practical Exercise

1200 - 1300      Lunch

1300 - 1530      Practical Exercise

1530 - 1630      Writing the Meaningful Reply

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Friday, 25 February 1972

0900 - 1130	Critique of Practical Exercise
1130 - 1200	Final Administration

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ORIGINAL DOCUMENT MISSING PAGE(S):

Attachment